

**Homelessness Prevention and Rapid Re-Housing Program
Quarterly Performance Report (QPR)
Instructions**

Table 2A: Number of Persons and Households Served

1. Report the *unduplicated* number of persons (adults and children) and households served during the quarter (Q) and cumulatively since grant execution (GTD or “grant-to-date”) by Homelessness Prevention and Homeless Assistance (Rapid Re-Housing) services (as determined by client Housing Status at entry) and by service type(s) provided.
2. **Data used** - Data should be based on all distinct (unduplicated) persons/households who had a Housing Status reported (excluding “don’t know” and “refused”) and who were provided one or more HPRP services during the reporting period, as indicated by a record of “HPRP Financial Assistance Provided” and/or “Housing Relocation & Stabilization Services Provided” for the person/household that indicates the service was provided during the reporting period. *Only* persons/households who have *both* a Housing Status reported and a Financial Assistance Provided and/or Housing Relocation and Stabilization Services Provided record in HMIS or a comparable database are considered HPRP program participants. Do not report persons/households for whom this information has not been collected.

The Q period represents distinct program participants served within the quarter. The GTD period represents distinct program participants served since grant execution (the date HUD and the grantee have both signed the grant agreement and the grantee can begin expending funds).

Each person/household should only be counted once within each cell under the Homelessness Prevention, Homeless Assistance and Total columns for a particular reporting period, even when the program participant has received the multiple instances of the same type of assistance (e.g. two instances of utility payment assistance). However, a person/household may be reported under both the Homelessness Prevention *and* Homeless Assistance columns for the same period if they had two program enrollments where their housing status categorized them as receiving Homelessness Prevention during one enrollment (i.e. Housing Status reported as something other than “literally homeless”) and Homeless Assistance during another enrollment (i.e. Housing Status reported as “literally homeless”). For example, if a person who is literally homeless during one program enrollment receives housing search services, rental assistance, and utilities assistance, and if later during the same period (Q or GTD) they are enrolled again with a Housing Status other than literally homeless and receive rental assistance, they would be counted once in each respective service category under Homeless Assistance and Homelessness Prevention, but only once in the Total for each type of assistance received.

1. Total Persons and Households Served

1. **Homelessness Prevention and Homeless Assistance columns:** The Housing Status at program entry determines if a person/household is reported under the Homelessness Prevention or Homeless Assistance service category.
 - a. **Homelessness Prevention columns:** Grantees should report persons/households whose Housing Status at entry is other than literally homeless and who were provided one or more Financial Assistance or Housing Relocation and Stabilization services during the Q and GTD periods.
 - b. **Homeless Assistance columns:** Grantees should report persons/households whose Housing Status at entry is literally homeless and who were provided one or more Financial Assistance or Housing Relocation and Stabilization services during the Q and GTD periods.
 - c. Persons/households who have a Housing Status at entry of “don’t know” or “refused” or for whom this data is missing should be excluded from both the Homelessness Prevention and Homeless Assistance columns.
 - d. A person/household may be reported in both Homelessness Prevention and Homeless Assistance columns during a reporting period (Q or GTD) if the person/household has two different program enrollments, is designated as literally homeless at the time of at least one program enrollment and not literally homeless at the time of at least one other program enrollment, and received one or more HPRP services (Financial Assistance, Housing Relocation and Stabilization Services) during each enrollment.
2. **Total columns:** Grantees should report the total distinct number of persons/households who were provided one or more Financial Assistance or Housing Relocation and Stabilization services during the Q or GTD periods. Distinct persons/households should only be counted once in the Total column, even if they are reported in both the Homeless Assistance and Homelessness Prevention columns. Persons/households that had a Housing Status at entry of “don’t know” or “refused” should be excluded from the Total column.

2. Total Persons and Households Served by Service Provided

1. **Homelessness Prevention and Homeless Assistance columns:** The Housing Status at program entry determines if a person/household is reported under the Homelessness Prevention or Homeless Assistance service category.
 - a. **Homelessness Prevention columns:** Grantees should report persons/households whose Housing Status at entry is other than literally homeless and who were provided one or more Financial Assistance or Housing Relocation and Stabilization services during the Q and GTD periods.
 - b. **Homeless Assistance columns:** Grantees should report persons/households whose Housing Status at entry is literally homeless and who were provided one or more Financial Assistance or Housing Relocation and Stabilization service during the Q and GTD periods.
 - c. Persons/households who have a Housing Status at entry of “don’t know” or “refused” or for whom this data is missing should be excluded from both the

Homelessness Prevention and Homeless Assistance columns.

- d. A person/household should be reported in both Homelessness Prevention and Homeless Assistance columns during a reporting period (Q or GTD) if the person/household is enrolled in HPRP multiple times and received both types of assistance during the reporting period. For example, a woman and her child receive Rapid Re-housing assistance (Homeless Assistance) in October 2009 and Homelessness Prevention assistance in June 2010. For the QPR ending June 30, 2010, the woman and child would be reported under both Homeless Assistance and Homelessness Prevention categories for the GTD period.

2. **Service rows:**

- a. **Financial Assistance:** Grantees should report the number of persons and households that were provided each of the following types of HPRP funded financial assistance: rental assistance, security and utility deposit, utility payments, moving cost assistance, motel and hotel vouchers.
 - i. A person/household may be provided the same type of financial assistance multiple times during a reporting period, but will only be counted one time under each type of financial assistance. For example, if a household receives utility assistance for one month, skips a month, and receives it for the third month in the quarter, this would only be counted once.
 - ii. A person/household may be provided multiple kinds of financial assistance during the reporting period – in such cases each person/household would be counted one time under each financial assistance type for the period. For example, if a household received both rental assistance and a utility assistance payment the household would be counted once for rental assistance and once for utility assistance payment.
 - iii. **Total-Financial Assistance row:** Report the total unduplicated number of persons and households who were provided any type of HPRP funded Financial Assistance during the reporting periods. Count each person/household only once, even if they were provided multiple types of financial assistance during the reporting period. Since a person or household can be reported in multiple service types, the row will not necessary equal the sum of persons/households reported in each of the separate service types.
- b. **Housing Relocation and Stabilization Services:** Grantees should report the number of persons and households that were provided each of the following types of HPRP funded services: case management, outreach and engagement, housing search and placement, legal services, and credit repair.
 - i. A person/household may be provided the same type of service multiple times during the reporting period, but will only be counted one time under each type of service. For example, if a household receives legal services for one month, skips a month, and receives it for the third

month in the quarter, this would only be counted once.

- ii. A person/household may be provided multiple services during the reporting period – in such cases each person/household would be counted one time for each service type for the period. For example, if a household receives case management and legal services the household would be counted once for case management and once for legal services.
 - iii. **Total-Housing Relocation & Stabilization Services row:** Grantees should report the total number of persons and households who were provided any type of HPRP funded Housing Relocation & Stabilization Service during the reporting periods. Count each person/household only once, even if they were provided multiple types of services during the reporting period. Since a person or household can be reported in multiple service types, the row will not necessarily equal the sum of persons/households reported in each of the separate service types.
3. **Total columns:** Grantees should report the total number of persons and households that were provided each type of service. Count each person/household only once, even if they were reported under both the Homelessness Prevention and Homeless Assistance columns for the same type of service (e.g., if enrolled two or more times, per instructions above). Program participants who had a Housing Status at entry of “don’t know” or “refused” *should not* be included in the total column. The Total columns will not necessarily equal the sum of persons/households reported in the separate service types under Homelessness Prevention and Homeless Assistance.

Table 2B: Housing Outcomes of Persons Served (All Leavers Only-based on exit data)

1. **Report the *unduplicated* number and percentage of persons (adults and children) who exited during the quarter (Q) or who exited cumulatively since grant execution (GTD or “grant-to-date”) and were provided one or more HPRP-funded services under Homelessness Prevention and Homeless Assistance (Rapid Re-Housing) services (as determined by client Housing Status at entry), grouped by permanent, temporary, institutional, and other destinations.**
2. **Data used -** Data should be based on all distinct (unduplicated) persons who were provided one or more HPRP services at any time during program enrollment as indicated by a record of “HPRP Financial Assistance Provided” and/or “Housing Relocation & Stabilization Services Provided” for the person and who exited (as indicated by a Program Exit Date) during the Q or GTD reporting period. Persons served may be reported in either the Homelessness Prevention or Homeless Assistance service category depending on their Housing Status at entry.
 - a. Exit data is based on the last Program Exit Date recorded for a person during the reporting period. A person with multiple program enrollments and exits (as indicated by multiple Program Entry Dates and Exit Dates) during the reporting period should only be counted with the data reported in their *last* exit within each service category (Homelessness Prevention and Homeless

Assistance). However, there may be duplication between reporting categories (Homelessness Prevention and Homeless Assistance) if a person has at least one relevant program enrollment and subsequent exit under both Homelessness Prevention and Homeless Assistance (based on Housing Status at program entry) within a report date range.

- b. If the person is still enrolled in the program as of the last day of the report period (even if previously enrolled and exited and reported in a previous HPRP QPR), no housing outcome data should be reported for that person.

The instructions below should be followed distinctly for both Homelessness Prevention and Homeless Assistance parts of Section 2: Housing Outcomes of Persons Served.

3. Quarter (Q) and Grant-to-Date (GTD) columns:

- a. Report under “#” the total number of persons who exited the program by destination type.
- b. The percentage of persons exiting by destination category (“%” column) is automatically calculated based on the following formula: the total number of persons reported exiting to a specific destination divided by the total persons reported for each destination category (permanent, temporary, institutional, other).
- c. The percentage of persons exiting by total (“% of Total” column) is automatically calculated based on the following formula: the total number of persons reported exiting to a specific destination divided by the total number of persons exiting during the quarter, and during the grant-to-date periods.

4. Total Persons Leaving for Permanent Destinations, Temporary Destinations, and Institutional Destinations rows: The total number and percentage of persons leaving for permanent destinations, temporary destinations, and institutional destinations is automatically calculated based on the sum total of persons reported in each destination category.

5. Total Persons Who Left the Program row: The total number of persons who left the program is automatically calculated based on the sum total of persons reported in each destination response category (including “deceased,” “don’t know/refused,” and “missing this information”), and should represent an unduplicated count of persons who exited the program during the quarter or grant-to-date report periods.